

MEMO

Date: August 14, 2020
For: Village Board Meeting August 17, 2020
From: Trustee Melissa Ratcliff
RE: Process for Nominations to committee appointments

Earlier this year the Board approved an application for those interested in serving on Village committees to complete and return to our Village Clerk, Lisa Kalata, for consideration of appointment to committees when there are openings. However, we did not implement a formal process for the application's use.

I propose that a completed application be required for someone to be considered for nomination to a committee. This process would demonstrate transparency and aligns with our work toward promoting a diverse, inclusive and equitable community.

In addition, I would also recommend that we provide staff with the authority to add and remove committees as appropriate on the application, such as adding the Ad Hoc DEI committee to the list of committee options, without requiring Board approval.